

Microsoft Office PowerPoint 2007: Level 1



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Course Duration: 1 day

Why Attend this course:

You may want to upgrade paper-based overhead presentations to an electronic format. In this course, you will work with Microsoft Office PowerPoint 2007 to create electronic presentations.

Who should attend:

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2007. This course is also intended for students interested in pursuing Microsoft Office Specialist certification in Microsoft Office PowerPoint 2007.

To ensure your success, we recommend you first take one of the following courses or have equivalent knowledge:

- Windows 7 Professional: Level 1
- Windows 8.1 Professional: Level 1

Additional Information: **Course Content can be tailored to clients specific needs**

Course Objectives:

You will explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity. In order to enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

Upon successful completion of this course, students will be able to:

- Explore the PowerPoint environment.
- Create a presentation. You will also add text and themes to a presentation.
- Format text on slides.
- Add graphical objects to a presentation.
- Modify objects on slides.
- Add tables to a presentation.
- Add charts to a presentation.
- Prepare to deliver a presentation.

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Lesson 1: Exploring the PowerPoint Environment

Topic 1A: Explore the User Interface

Topic 1C: Use Microsoft PowerPoint Help

Topic 1B: Explore the Ribbon

Topic 1D: Customize the Quick Access Toolbar

Lesson 2: Creating a Presentation

Topic 2A: Create a Presentation

Topic 2C: Add Slides to a Presentation

Topic 2E: Work with Themes

Topic 2G: Edit Text

Topic 2I: Use the Various Presentation Views

Topic 2B: Save a Presentation

Topic 2D: Use the PowerPoint Galleries

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Lesson 3: Formatting Text on Slides

Topic 3A: Apply Character Formats

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Lesson 4: Adding Graphical Objects to a Presentation

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Lesson 8: Preparing to Deliver a Presentation

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Topic 8C: Add Transitions

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